

HPP Reimbursement Guidelines

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ePro

- Your facility/agency must be registered with ePro to be reimbursed.
- Have you registered?
 - *Ballard Rehab (W-9)*
 - *Kindred Hospital – Ontario (W-9)*
 - *Mountains Community Hospital (ePro)*
 - *Chino Valley Medical Center (ePro)*
 - *Montclair Hospital (ePro)*
- ICEMA **CANNOT** process invoices for nonregistered entities.
- To register log onto: <https://epro.sbcounty.gov/epro/>
 - *Registration should be done under Hospital/Healthcare Facility Name*


If you have any questions about registration please contact Mary Barrett, ICEMA Fiscal Specialist at (909) 388-5802 or at mbarrett@cao.sbcounty.gov

For technical assistance you may call the Vendor Support Help Desk at 1(855) 800-5046.

https://epro.sbcounty.gov/epro/ ePro

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Welcome To ePro



Welcome to the County of San Bernardino ePro electronic procurement network. Before using this system, please read How to Do Business with the County [here](#). Registration assistance materials can be found [here](#). For technical questions or assistance contact the Vendor Support Help Desk at (855) 800-5046.

Register
Register here to begin using ePro.
Vendors, please read this [disclaimer](#) prior to registering.

Complete Registration
Complete registration here to begin using ePro.
Vendors, please read this [disclaimer](#) prior to completing registration.

Open Bids
Browse open bid opportunities.

Login ID:
Password:

[Forgot your password?](#)

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Equipment Reimbursement

Supporting documents for invoices:

- Copies of 3 Quotes
- Copy of Purchase Order (PO) – if applicable
- Copy of PAID invoice
- Copy of Packing Slip or Shipping Slip indicating receipt
- List of Serial Numbers and/or Manufacturer Model #'s on Attachment B02
- Photograph of items (if possible)

Remember: All equipment purchased must be added to your hospital's HPP inventory; and will be inspected during annual audits.

- **When submitting your packet, it should include:** Cover letter on hospital letterhead, copy of 3 quotes, copy of PO (if applicable), copy of packing slip (or) shipping slip, Attachment 'B02' with serial numbers listed, and photos.

Example

- Please refer to the attachment marked "EQUIPMENT"

Training/EX Reimbursement

This includes: Statewide EX, Golden Guardian, or any in-hospital training.

- Copy of flyer or pamphlet announcement for training
- Sign-in Sheet that includes all attendees
- Invoice from instructor or company (if applicable)
- Copy of payment (check)
 - If reimbursement is for an in-hospital training, make sure that amounts are valid – you will have to show proof.
- If food was provided: copy of receipt or hospital catering form
- **When submitting your packet, it should include:** Cover letter on hospital letterhead, flyer/announcement, sign-in sheets, copy of invoice, copy of payment (check), and food receipts.

***** These charges should be listed on Attachment B01.***

Example

- Please refer to the attachment marked "TRAINING/EX"

Travel Reimbursement

- Conference/Training flyer or pamphlet
- Copy of registration form showing name of attendees (when available)
- PAID Airline/Rental car receipt
 - Mileage will be reimbursed at 55.5 cents.
 - Parking structure fees are okay, valet parking is not.
- PAID copy of Hotel folio
 - No mini bar, internet, or extra miscellaneous charges will be reimbursed – only hotel stay.
- Itemized receipts for every meal even if over the allocated daily allowance
 - If over daily allocation – maximum daily allowance will be reimbursed
 - If more than one person on the meal bill – please note that and we will make the calculations.
 - **NO liquor charges on your receipts – if so please cross them out and reduce the total.**
- **When submitting your packet, it should include:** Cover letter on hospital letterhead, all receipts for (registration, transportation, and meals) for all.

***** These charges should be listed on Attachment B01.***

Example

- Please refer to the attachment marked "TRAVEL"

FAQ

- **The entire total of my reimbursement submission was not given back to me? Why?**
 - This may be due to several reasons. Anything that is not outlined in the grant or exceeds the grant's allocated amounts will be modified by me. If submissions for meals exceeds the totals allocated then I will modify your paperwork to show what the grant specifies. This is why no amounts or totals should be included on the letter addressed to us for reimbursement.
- **Why were my gas charges not reimbursed?**
 - The county does not reimburse gas charges, and we cannot reimburse those costs through the HPP grant either. Mileage is reimbursed at \$0.55 per mile (or latest federal allowance).
- **The entire cost of my meals were not reimbursed?**
 - Yes, unfortunately County guidelines state that you are allocated a maximum of \$40 a day for meals which includes breakfast, lunch, for dinner). These guidelines have also been noted on the HPP grant and therefore it is all we can reimburse to you.

FAQ Continued

- **My receipts do not list a proof of payment?**
 - It is your responsibility to make sure that every receipt you submit for reimbursement has a proof of payment (cash, check, credit card) and that the amount shows **\$0.00**. Without this, it is not possible for me to know that you in fact paid; and if your documentation is missing this information it cannot be processed.
- **I missed the deadline, can I still submit my paperwork?**
 - No. All deadlines have to be met so that the HPP staff can submit the required paperwork to the County Auditor's office. If there is an emergency that impedes you from submitting for reimbursement by the deadline, then please notify both Dora Mejia, MEPS, and Jerry Nevarez, HPP Coordinator by email.

Reminders:

- NO alcohol on any receipts; if you have an alcoholic beverage on your receipt please cross it out.
- All receipts must show PAID with a \$0.00 balance.
- Everything you are requesting reimbursement for must have an accompanying receipt.
- Make sure to use Attachment B01 & Attachment B02 (excel spreadsheets) to keep track of your expenses and equipment serial numbers.
- Please make sure that your letter for reimbursement has NO totals. They may need to be modified.

Questions?

For reimbursements only:

Dora Mejia, MEPS

(909) 388-5823 or at dmejia@cao.sbcounty.gov

Mary Barrett, Fiscal Specialist

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HPP Inquiries:

Georgann Smith, Training and EX Specialist

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Jerry Nevarez, HPP Coordinator

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